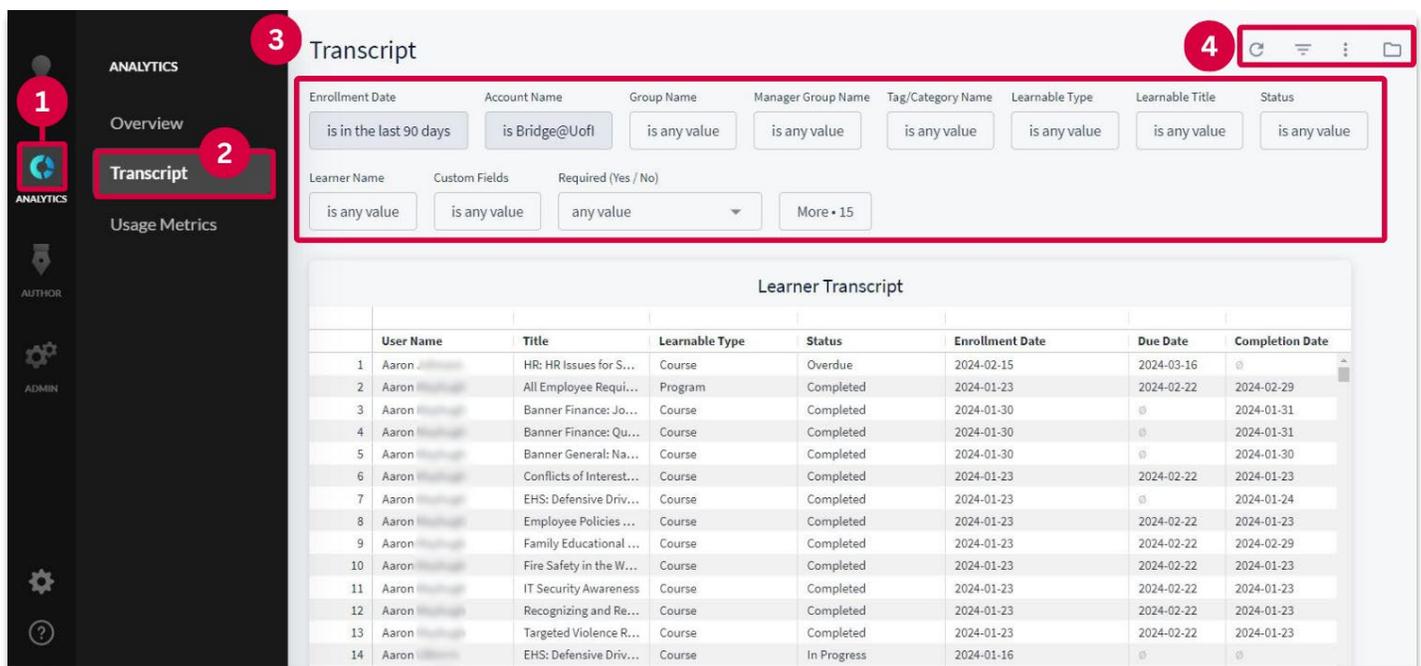


The Analytics Reports will give you a view of all enrollment data. This report will allow you to pull a comprehensive list of information and include inactive users.

Note:

- Some features might be limited depending on your user role permissions. Analytics are accessible for users with Manager and Bridge Observer roles.
- The Manager's view will look exactly like the Bridge Observer view, with the only distinctions being the users and team group names available for filtering.
- There is a one-hour cache for Analytics; this means if you have new data it could take up to an hour to populate.
- For any inquiries regarding the system or training, please [submit a help ticket](#).

## Filters in the Transcript View



The screenshot shows the 'Transcript' view in the Analytics section. Callout 1 points to the 'ANALYTICS' menu item. Callout 2 points to the 'Transcript' sub-menu item. Callout 3 points to the filter options for Enrollment Date, Account Name, Group Name, Manager Group Name, Tag/Category Name, Learnable Type, Learnable Title, and Status. Callout 4 points to the search, filter, and additional options icons in the top right corner.

	Enrollment Date	Account Name	Group Name	Manager Group Name	Tag/Category Name	Learnable Type	Learnable Title	Status
	is in the last 90 days	is Bridge@Uofl	is any value	is any value	is any value	is any value	is any value	is any value

	Learner Name	Custom Fields	Required (Yes / No)	
	is any value	is any value	any value	More • 15

Learner Transcript							
	User Name	Title	Learnable Type	Status	Enrollment Date	Due Date	Completion Date
1	Aaron	HR: HR Issues for S...	Course	Overdue	2024-02-15	2024-03-16	
2	Aaron	All Employee Requi...	Program	Completed	2024-01-23	2024-02-22	2024-02-29
3	Aaron	Banner Finance: Jo...	Course	Completed	2024-01-30		2024-01-31
4	Aaron	Banner Finance: Qu...	Course	Completed	2024-01-30		2024-01-31
5	Aaron	Banner General: Na...	Course	Completed	2024-01-30		2024-01-30
6	Aaron	Conflicts of Interest...	Course	Completed	2024-01-23	2024-02-22	2024-01-23
7	Aaron	EHS: Defensive Driv...	Course	Completed	2024-01-23		2024-01-24
8	Aaron	Employee Policies ...	Course	Completed	2024-01-23	2024-02-22	2024-01-23
9	Aaron	Family Educational ...	Course	Completed	2024-01-23	2024-02-22	2024-02-29
10	Aaron	Fire Safety in the W...	Course	Completed	2024-01-23	2024-02-22	2024-01-23
11	Aaron	IT Security Awareness	Course	Completed	2024-01-23	2024-02-22	2024-01-23
12	Aaron	Recognizing and Re...	Course	Completed	2024-01-23	2024-02-22	2024-01-23
13	Aaron	Targeted Violence R...	Course	Completed	2024-01-23	2024-02-22	2024-01-23
14	Aaron	EHS: Defensive Driv...	Course	In Progress	2024-01-16		

To access the Analytics report you will go to the **Analytics** [1] option in the navigation menu and select **Transcript** [2]. Here you have several **filter options** [3] and the options to **Search, Hide Filters, and Additional Options** [4].

## Filter Options

The screenshot shows a horizontal filter bar with 12 filter fields, each with a red circle containing a number from 1 to 12 below it. The fields are: Enrollment Date (1), Account Name (2), Group Name (3), Manager Group Name (4), Tag/Category Name (5), Learnable Type (6), Learnable Title (7), Status (8), Learner Name (9), Custom Fields (10), Required (Yes / No) (11), and a 'More +15' button (12).

There are several filters you can choose from to pull data on your account; **Enrollment Date** [1], **Account Name** [2], **Group Name** [3], **Manager Group Name** [4], **Tag/Category Name** [5], **Learnable Type** [6], **Learnable Title** [7], **Status** [8], **Learner Name** [9], **Custom Fields** [10], **Required (Yes / No)** [11], and additional enrollments and learning item filter options, including **Show Terminated Users** [12].

The **Account Name** [2] must be set to Bridge@Uofl only.

The **Required (Yes / No)** [10] filter option will allow you to select if you want to look specifically for required or optional enrollments; leaving this filter as-is will search for both enrollment types.

**Show Terminated Users** [12] will allow you to identify enrollments for all terminated (inactive) users if needed.

## Enrollment Date

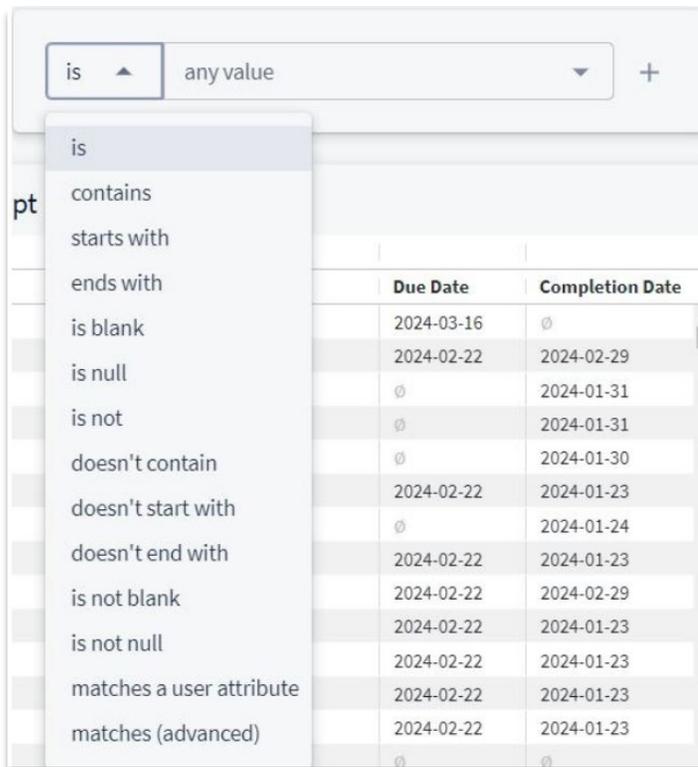
The screenshot shows the 'Enrollment Date' filter dropdown menu open, displaying various options like 'is in the last', 'is on the day', 'is in range', etc. Below the dropdown is a table with columns 'Title' and 'User Name'.

Title	User Name
HR: HR Issues for S..	1 Aaron
All Employee Requi.	2 Aaron
Banner Finance: Jo.	3 Aaron
Banner Finance: Qu.	4 Aaron
Banner General: Na.	5 Aaron
Conflicts of Interest.	6 Aaron
EHS: Defensive Driv.	7 Aaron
Employee Policies ..	8 Aaron
Family Educational .	9 Aaron
Fire Safety in the W.	10 Aaron
IT Security Awarene	11 Aaron
Recognizing and Re.	12 Aaron
Targeted Violence R.	13 Aaron
EHS: Defensive Driv.	14 Aaron
EHS: Hazard Comm.	15 Abby
EHS: Laboratory Sa.	16 Abby

The **Enrollment Date** filter can be set to various options, as depicted in the screenshots above. You have the flexibility to select from multiple options for this filter, including 'is in the last' followed by a variable (which you manually input), then 'seconds', 'minutes', 'hours', 'days', 'weeks', and so forth.

**Note:** Choose "is any time" unless you have specific requirements for a date range.

## Tag/Category Name and Learnable Titles Filter Options



Tag/Category Name and Learnable titles all have the same options that allow you to specify if you want to look for a specific item.

- **is** - This will only pull data for the exact item(s) that you selected.
- **contains** - This will pull data if the enrollment contains any of the item(s) selected.
- **starts with** - This will pull data if the enrollment starts with the item(s) selected.
- **ends with** - This will pull data if the enrollments end with the item(s) selected.
- **is blank** - This will pull data if there is a group, tag/category, or learnable item(s) with no name (aka blank name or title).
- **is null** - This will pull data if there is any item(s) with no name.
- **is not** - This will pull data for any item that is not which item(s) you've selected.
- **doesn't contain** - This will pull data for any item that doesn't contain the item(s) you've selected.
- **doesn't start with** - This will pull data for any item that doesn't start with the item(s) you've selected.
- **doesn't end with** - This will pull data for any item that doesn't end with the item(s) you've selected.
- **is not blank** - This will pull data for any item(s) that is not blank.
- **is not null** - This will pull data for any item(s) that is not null.
- **matches a user attribute** - This will pull data for any item(s) that matches the user attribute(s) you've selected.
- **matches (advanced)** - This requires that you type the name exactly and will search as an 'is' statement.

## Custom Attributes



Filtering custom fields dynamically expands the Analytics Transcript table when viewing, downloading, or scheduling it. Here are the steps to ensure that the filtered custom field types are included in your Transcript table.

1. Select the 'contains' prefix from the Custom Fields advanced filter
2. Type the custom field type name (without any value after it) into the Custom Fields filter input field, then hit tab



3. You can add another row (and with that another custom field type) by using the '+' button at the right-hand side of the first row
4. Hit refresh at the top right corner of the page to actively filter based on your input criteria.

The screenshot shows the Transcript view with several filters applied: Enrollment Date (is in the last 90 days), Account Name (is Bridge@Uofl), Group Name (is any value), Manager Group Name (is any value), Tag/Category Name (is any value), Learnable Type (is any value), Learnable Title (is any value), Status (is any value), and Learner Name (is any value). The Custom Fields filter is set to 'is Unit: OGC PDL EEO'. Below the filters is the 'Learner Transcript' table. A red box highlights the 'Unit' column in the table, which contains the filtered data. A red arrow points from the '+' button in the filter interface to the 'Unit' column header in the table.

UID	HRIS ID	Full Name of Manager	Email of Manager	Uid of Manager	Account Name	Subscription End Date	Unit
1	@uidaho.e... v0	Kim I	r@uidaho.edu	v0	Bridge@Uofl	0	OGC PDL EEO
2	@uidaho.e... v0	Kim I	r@uidaho.edu	v0	Bridge@Uofl	0	OGC PDL EEO
3	rsen@uida... v0	Eliss:	jidaho.edu	v0	Bridge@Uofl	0	OGC PDL EEO
4	rsen@uida... v0	Eliss:	jidaho.edu	v0	Bridge@Uofl	0	OGC PDL EEO
5	rsen@uida... v0	Eliss:	jidaho.edu	v0	Bridge@Uofl	0	OGC PDL EEO
6	rsen@uida... v0	Eliss:	jidaho.edu	v0	Bridge@Uofl	0	OGC PDL EEO
7	rsen@uida... v0	Eliss:	jidaho.edu	v0	Bridge@Uofl	0	OGC PDL EEO
8	rsen@uida... v0	Eliss:	jidaho.edu	v0	Bridge@Uofl	0	OGC PDL EEO
9	rsen@uida... v0	Eliss:	jidaho.edu	v0	Bridge@Uofl	0	OGC PDL EEO
10	rsen@uida... v0	Eliss:	jidaho.edu	v0	Bridge@Uofl	0	OGC PDL EEO
11	rsen@uida... v0	Eliss:	jidaho.edu	v0	Bridge@Uofl	0	OGC PDL EEO
12	rsen@uida... v0	Eliss:	jidaho.edu	v0	Bridge@Uofl	0	OGC PDL EEO
13	rsen@uida... v0	Eliss:	jidaho.edu	v0	Bridge@Uofl	0	OGC PDL EEO

5. See that the data is not only filtered (if criteria are defined), but the custom field type data is added to the far right of the Transcript table. You can drag and drop the columns in whatever order you would like.

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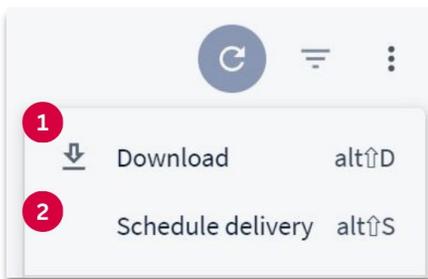
## Remaining Options



In the top right corner of the Analytics are you will have the option to **Update** [1], **Hide/Show Filters** [2], and **Dashboard Actions** [3].



Once you've set up some filters for the search parameters the **Search** arrow will show up as blue, this indicates there are new options selected that need to be searched for. If you've already hit the search button it will appear gray.



In the more options menu, you can access the options to **Download** [1] and **Schedule Delivery** [2].

## Download

A screenshot of the 'Download Transcript' dialog box. It has a title bar 'Download Transcript'. Below the title bar are two dropdown menus: 'Format' set to 'PDF' and 'Paper Size' set to 'Fit Page To Dashboard'. There are two checkboxes: 'Expand tables to show all rows' (unchecked) and 'Arrange dashboard tiles in a single column' (unchecked). At the bottom are three buttons: 'Open in Browser', 'Cancel', and 'Download'.

**Download** enables you to retrieve the information displayed in your search results. This allows you to select your preferred format (PDF or CSV), paper size, expand tables to display all rows, and arrange dashboard tiles in a single column. Additionally, there is an option to open the report in the browser to view the data.

For additional details, please refer to the guide titled **Analytics Reports: Downloading Reports**.

## Schedule Delivery

### Schedule Delivery

Settings   Filters   Advanced options

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Schedule Name

Recurrence:    Time:

Destination:

Email addresses \*   All (0)   External (0)  
 

Email addresses field must have at least 1 items

Format:

**Schedule Delivery** allows you to schedule a report based on your selected filters to an internal or external email.

For additional details, please refer to the guide titled **Analytics Reports: Scheduling Reports**.